

**COMMUNITIES IN SCHOOLS OF KALAMAZOO**  
**April 27, 2015**

**Director of Volunteer Services.**

A leadership/management position that is responsible for comprehensive volunteer services program including recruitment, orientation, training and retention. Capacity to grow the volunteer services effort to engage every sector of the community in investing in the school success of students within the Kalamazoo Public Schools. Oversees and manages the AmeriCorps VISTA program within the organization including a contract with the Corporation for National Service. Minimum of a Bachelor's degree in a relevant area. Experience in volunteer management, membership development, customer relations or similar area required. Supervisory experience preferred. Exceptional communication skills---written, listening and speaking, including public speaking. Strong organizational ability and well-developed interpersonal relationship skills.

Candidates should submit a cover letter indicating interest and a summary of qualifications. Please include a current resume with the cover letter. Deadline for preferred consideration is: Wednesday, May 6, 2015 at 5:00 p.m. Submit materials to Diane Kievit; [dkievit@ciskalamazoo.org](mailto:dkievit@ciskalamazoo.org).